

DEPARTMENT OF JUSTICE
ADMINISTRATOR II/III



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

**DEPARTMENTAL PROMOTIONAL
SPOT - SACRAMENTO**

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **FEBRUARY 10, 2006** - Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO SHOULD APPLY Applicants who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in department promotional examinations in the new department.

HOW TO APPLY Applications (Form Std 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov. Applications **MUST** be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

QUALIFICATIONS APPRAISAL INTERVIEW It is anticipated that Qualifications Appraisal Interviews will be held in **March/April 2006**.

SPECIAL TESTING ARRANGEMENTS If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY Department Of Justice Administrator II \$5755 - \$6343
Department Of Justice Administrator III \$6328 - \$6977

ELIGIBLE LIST INFORMATION A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
Positions exist in Sacramento only with the Department of Justice.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **All applicants must meet the education and/or experience requirements for this examination by the final filing date.** Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

CONTINUE TO THE NEXT PAGE

**MINIMUM
QUALIFICATIONS****Department of Justice Administrator II****Either I**

One year of experience in the Department of Justice, in a line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor II*; **or**

One year of experience in the Department of Justice, in a line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor I, and current employment in a class comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor II*; **or**

Two years of experience in the Department of Justice, in a line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor I.

Or II

Experience: Four years of criminal justice administrative or managerial experience in a law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year in a class comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor II* or two years in a class comparable in level of responsibility to that of a Criminal Identification and Intelligence Supervisor I.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience.) (Possession of a graduate degree in public administration, law, political science, or related areas may be substituted for one year of the required experience, except for the experience in California state service in classes with a specified level of responsibility.) **And**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Department of Justice Administrator III**Either I**

One year of experience in the Department of Justice, in line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminalist IV*, **or**

One year of experience in the Department of Justice, in a line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor II* and current employment in a class comparable in level of responsibility to those of a Criminalist IV*, **or**

Two years of experience in the Department of Justice, in a line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor II*.

Or II

Experience: Five years of increasingly responsible criminal justice administrative or managerial experience in a law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year in a class comparable in level of responsibility to that of a Criminalist IV* or two years in a class comparable in level of responsibility to that of a Criminal Identification and Intelligence Supervisor II*.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience.) (Possession of a graduate degree in public administration, business administration, police administration, law, political science, or related areas may be substituted for one year of the required experience, except it may not be substituted for the experience in California state service in classes with specified levels of responsibility.) **And**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**DEFINITION OF TERMS
IN THE MINIMUM
QUALIFICATIONS**

***Criminal Identification and Intelligence Supervisor II** (currently **Department of Justice Administrator I**.) **Criminalist IV** (currently **Criminalist Supervisor**.)

"Duties comparable in level of responsibility" – the applicant must have State service experience of appropriate type and length in a classification at the same (or a higher) level of responsibility as the classification specified.

THE POSITION**DEPARTMENT OF JUSTICE ADMINISTRATOR II**

This is the full supervisory level in the series. Employees plan, organize, and direct the activities of a large professional and/or technical staff and have responsibility for a large function in a major bureau within the Department of Justice. Incumbents evaluate and interpret policy and assist in the formulation of program rules and regulations.

DEPARTMENT OF JUSTICE ADMINISTRATOR III

This is the highest managerial level in the series and serves under the broad direction of a top-level departmental administrator. Incumbents typically plan, organize, and direct the activities of a major departmental function large and complex enough to require subordinate supervisors on a sub functional basis, and report directly to an Assistant Director or Bureau Chief. Employees also assist in the development, implementation and evaluation of program policy.

**EXAMINATION
INFORMATION**

The examination will consist of a Qualifications Appraisal Interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF: (Both levels)

1. Policies, procedures, and programs of the Department of Justice in such areas as criminal identification and information, criminal intelligence, local agency liaison, and enforcement and investigation.
2. The criminal justice system.
3. Law enforcement related governmental functions and organization.
4. Principles and techniques of effective project management.
5. Departmental practices and policies of fiscal and legislative matters.
6. Principles of public administration, personnel and fiscal management, and effective supervision.
7. Research techniques, and statistical principles and procedures.
8. Department's policies relating to sexual harassment, discrimination, workplace violence, anti-retaliation, and safety issues.
9. Supervisor's/Manager's role in Equal Employment Opportunity and the processes available to meet equal employment opportunity objectives.

ABILITY TO: (Both levels)

1. Analyze and evaluate complex administrative problems.
2. Appear before public and private groups to explain departmental objectives, programs, and fiscal and general administrative matters and secure the cooperation and assistance of such groups.
3. Organize and direct the work of others.
4. Develop and install new administrative methods and procedures.
5. Analyze data.
6. Speak and write effectively.
7. Establish and maintain cooperative working relationships.
8. Act independently with objectivity, flexibility and tact.
9. Develop and implement statewide automated systems and programs.

**VETERANS
PREFERENCE CREDITS**

Veterans' preference credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P. O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039